

LANSING SCHOOL DISTRICT

Request for Proposal (RFP) to provide: Chemical and Resource Management Services (CRMS)

Issued by:
Lansing School District

Date Issued:
September 28, 2005

Response Deadline:
October 31, 2005

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1. INTRODUCTION

Nationwide, public K-12 school districts are being asked to meet increasing educational demands with diminishing financial resources. At the same time, high-profile hazardous material incidents in schools have made improved chemical management a top priority for leaders of school districts, state agencies, and the US EPA. While cleaning out years of accumulated laboratory chemicals is an urgent need, it is recognized that a long term management system is needed to ensure that the problem doesn't recur in the future.

The US EPA has funded the non-profit Chemical Strategies Partnership (CSP) to undertake a feasibility study to determine if the Chemical and Resource Management Services (CRMS) model could commercially address these needs at Lansing and other school districts.

CRMS includes two components: Chemical Management Services (CMS) and Resource Management Services (RMS). CMS typically involves a long-term contract for provision of chemicals and assistance with associated management services (e.g. chemical tracking, regulatory compliance). RMS Providers not only haul waste and recycled goods, but also help adjust upstream activities (e.g. procurement decisions, recycling campaigns) to reduce the amount of material entering the waste stream.

1.1 Lansing School District Background

The Lansing School District (henceforth "District"), is a large urban school district covering 55 square miles in Lansing, Michigan. The District has 16,270 students and approximately 2,800 employees housed in 40 facilities: 27 elementary schools, four middle schools, two specialty schools, three high schools, one vehicle maintenance facility, one physical plant / warehouse, and two administration buildings. These locations include four high school chemistry labs.

As a result of past clean-out efforts, recent renovation of science lab facilities, and a hazardous materials disposal grant from the State of Michigan, most "legacy" chemicals will be removed from District facilities by September 2005. Therefore any CRMS Provider selected by the District will **not** be required to provide an initial hazardous materials clean-out.

1.2 Statement of Intent

The purpose of the District's CRMS program is to obtain expert management services to:

- Track and optimize chemical purchasing and use;
- Ensure safe handling, use, storage, and disposal of chemicals in District facilities; and
- Eliminate, reduce, reuse, recycle, and (as a last resort) dispose of all wastes generated at District facilities.

It is intended that the awarded Bidder, working in partnership with District teachers, maintenance personnel, and custodial staff, will be the driving force behind implementing management systems and services that address these needs.

Since the District must meet its primary mission of student education with constrained financial resources, it is **seeking a CRMS Provider who can provide at least a basic level of services on a no-fee, budget-neutral basis** (i.e., total spending on chemical / waste products and services will not increase over current levels, except for changes in chemical / waste volume driven by the District).

1.3 Program Objectives

The CRMS program must meet the following Chemical Management objectives:

- Minimize amount and toxicity of chemicals entering District facilities;
- Prevent stockpiles of old / unused chemicals from accumulating in labs and other locations;
- Ensure teachers and staff have knowledge and equipment necessary to maintain a safe school environment and achieve regulatory compliance; and
- Develop a detailed tracking, reporting, and invoicing system.

The CRMS program must also meet the following Resource Management objectives:

- Seek continuous improvement in District resource use and assist implementation of resource efficiency innovations (reduce, reuse, recycle / compost);
- Optimize current garbage hauling and disposal service;
- Coordinate periodic disposal of special and / or hazardous waste; and
- Develop a detailed tracking, reporting, and invoicing system.

1.4 Program Expansion

It is recognized that the Lansing School District's CRMS program by itself represents a relatively small opportunity compared to others considered by CRMS Providers. However, considering the needs of schools across the country, a potentially much larger opportunity exists.

If a budget-neutral model can be demonstrated at Lansing, CSP and the EPA anticipate promoting its adoption at school districts throughout the country.

2. PROPOSAL GROUND RULES

2.1 Acknowledgment of Receipt

Each Bidder must fill out the form in Appendix A acknowledging receipt of the RFP, your intent to propose and whether you will be attending the pre-bid meeting / site tour. The form must be sent **via e-mail or fax** to the District **before 4:00 pm ET on October 6, 2005** (See Appendix A for details).

2.2 Queries and Primary Contact Person

All inquiries about this RFP must be made to the primary contact person of the District:

Name: Cathy DeShambo
Energy Manager
Lansing School District
Address: 2800 Chamberlin Drive
Lansing, MI 48912
E-Mail: cmdesham@lsd.k12.mi.us
Phone: 517-325-6115

All questions must be received by **October 18, 2005 before 4:00 pm ET**. Responses will be issued to all Bidders by the District **before 4:00 pm ET on October 24, 2005**. All questions and responses will be distributed to all Bidders who have indicated intent to submit a response. The identity of Bidders who submitted questions will be kept confidential.

2.3 Pre-Proposal Meeting and Site Tour

A pre-proposal conference and site tour will be held on **October 13, 2005 from 10:00 am to 1:30 pm ET**.

The preliminary agenda includes:

- Overview presentation by Lansing, including current operations and an explanation of the goals of the CRMS program
- Q&A for Bidders
- Site tour

Bidders who intend to submit a response are strongly encouraged to attend the pre-bid meeting. Please provide contact information for any persons from your organization planning to attend in the form provided in Appendix A.

2.4 Proposal Schedule

The planned timeline for the CRMS selection process is presented below. The District expects to select a CRMS Provider by December 2005.

Date	Action
September 28, 2005	RFP Release
October 6, 2005	Deadline for Acknowledgement of Receipt and Intent to Propose
October 13, 2005	Pre-Proposal Meeting and Site Tour
October 18, 2005	Deadline for Submission of Questions
October 24, 2005	Distribution of Questions, Responses, and Amendments
October 31, 2005	Proposals Due

2.5 Deadline for Proposals

A complete response to this RFP should contain one signed original copy and two hard copies (via mail), as well as one electronic version (via e-mail), **received no later than 4:00 pm ET on October 31, 2005** by:

Name: Celestine Hart
Director of Purchasing
Lansing School District
Address: 519 W. Kalamazoo St.
Lansing, MI 48933
E-Mail: Celestine.hart@lansingschools.net
Phone: 517-325-6100

Proposals and all conditions therein shall remain effective for at least ninety (90) days from proposal submission date.

2.6 Evaluation Criteria

The District, at its sole option, will select the proposal which best fulfills the requirements and provides the highest level of services to the District on a cost-neutral (or, if possible, cost-reduced) basis. Proposals will be evaluated based on the following criteria:

- Quality and creativity of proposal;
- Level of services provided;
- Cost to District;
- Data management support provided;
- Provider experience and qualifications; and
- Safety improvement / liability reduction.

2.7 Additional Information, Investigation, and Inspection

The District may request additional information from Bidders to clarify elements of their bid proposals. The District may also make independent investigations as to the qualification of each Bidder. Such investigation may include contacting existing customers or visiting existing operations.

All documents received by the District in response to this RFP will be a matter of public record.

2.8 Reservations and Limitations

2.8.1 Non-Standard Forms

Proposals which are not submitted on the forms furnished by the District or do not adequately address the provisions of Section 4 and 5 of this RFP document may be rejected at the District's discretion.

2.8.2 Acceptance or Rejection of Proposals

The District reserves the following rights and options:

- To reject any and all proposals that fail to meet the literal and exact requirements of the specifications provided in this RFP document;
- To accept the proposal that is, in the judgment of the District, in the best interest of the District and the District facilities;
- To reject any and all non-responsive proposals;
- To waive irregularities in any proposal as the District may elect to waive;
- To reject any and all proposals without cause;
- To issue subsequent requests for new proposals; and
- To discontinue its negotiations after commencing negotiations with a finalist, if progress is unsatisfactory, and commence discussions with another Bidder.

2.8.3 Bidder's Self Reliance

Bidders are expected to be knowledgeable about the sites to be served and determine the appropriate equipment to provide the required services.

2.8.4 Bidder's Responsibility for Costs

The District will not reimburse any Bidder for any costs involved in the preparation and submission of proposals, in making an oral presentation, or in contract negotiations. Bidders are responsible for all costs associated with preparing and submitting the RFP.

3. SCOPE OF REQUIREMENTS

3.1 District Facilities

This proposal requests CRMS services for the buildings listed in Appendix B1.

3.2 Chemical Management Requirements

3.2.1 Types of Chemicals

The awarded Bidder will assist with chemical management activities at the District facilities listed in Appendix B1. The program scope includes all chemicals listed in Appendix B2.

3.2.2 Scope of Chemical Management Services

The awarded Bidder will suggest a CRMS program that delivers the following minimum outcomes:

- Teacher and staff access to knowledge and equipment necessary to ensure safe transport, handling, storage, and disposal of hazardous materials (e.g. proper training for science teachers and maintenance staff);
- A system to prevent any stockpiles of old or unused chemicals (e.g. establish procedures to ensure chemicals are not left behind when a science teacher leaves; assist in managing inventories related to janitorial, facility, and maintenance chemicals);
- Oversight and control of the types of chemicals used and stored in District facilities (e.g. tracking system for chemicals);
- Compliance with local, state, and federal environmental and safety regulations, including, but not limited to, MSDS access and regulatory reporting (e.g. assist in reporting); and
- Continuous improvement, including assistance in improving all phases of a chemical lifecycle to lower the total cost of ownership and improve safety (e.g. streamlined logistics, ordering, and inventory management; reduction in quantity of chemicals used; identification of less toxic alternative products, etc.).

While the District will **give CRMS Providers maximum flexibility in determining optimal program design and dedicated resources** to achieve these outcomes, it expects that the selected Provider will likely deliver assistance in the following areas:

- Procurement strategy, leveraged purchasing, and order processing;
- Inventory management;
- Compliance management;
- Data management;
- Staff training; and
- Other services as proposed by the Bidder.

3.3 Resource Management Requirements

3.3.1 Types of Waste

The awarded Bidder will manage all waste streams from the District facilities listed in Appendix B1, primarily regularly generated non-hazardous waste and recyclables as specified in Appendix B.

On a periodic basis, the CRMS Provider will also be asked to provide or coordinate disposal of occasional waste streams such as used computers/e-waste and low-volume hazardous waste. These services are apart from the base proposal and will be handled as described in Section 3.7.

The following hierarchy should be followed in managing all District waste streams: 1) eliminate or reduce at the source; 2) reuse, return, or sell; 3) recycle or compost; 4) dispose.

3.3.2 Scope of Resource Management Services

The awarded Bidder will suggest a CRMS program that delivers the following minimum outcomes:

- Maintain existing waste service levels for a seamless program transition;
- Reduce waste through preventative upstream measures;
- Improve upon current recycling rates; and
- Develop other waste and cost reduction initiatives.

3.4 Anticipated District Resources

For the first year, the District will dedicate a part-time (e.g. 25-40% FTE) CRMS program coordinator to assist in program implementation at the direction of the CRMS Provider. It may be assumed that teachers, custodial, and maintenance staff will provide program support and cooperation in the course of their regular work activities. After the first year, the awarded Bidder and the District will determine whether the level of dedicated District resources devoted to the CRMS program is appropriate or can be reduced.

3.5 Proposed Implementation

The District proposes the following phased approach:

- **Program Start Date:** It is proposed that the program begin in January 2006.
- **Phase I - CRMS Program Transition:** Over a three month period from January to March 2006, the Provider will become familiar with District operations and develop a plan to make improvements. The District does not expect the Provider to implement any new programs or change any of the current service levels. This transition phase is meant to give the awarded Bidder the time to build relationships and verify a baseline from which future cost savings will be

measured. Activities should include, but are by no means limited to, the following:

- Take over existing chemical supply and waste service levels as defined in Appendix B;
 - Become familiar with current District programs and systems;
 - Baseline current chemical spending and volume;
 - Baseline waste and recycling levels;
 - Communicate and build relationships with key District personnel; and
 - Develop and prioritize an action plan for Phase II.
- **Phase II - CRMS Program Implementation:** Starting in April 2006, it is expected that the awarded Bidder will implement the new CRMS program and improve upon existing chemical and waste-related service levels and programs.

3.6 Period of Performance

The District is looking for a strategic long-term partner and understands many efficiency improvement initiatives will take time to develop. As such, this contract will be awarded for a minimum period of three years with two one-year renewal options.

3.7 Additional Services

From time to time the CRMS contractor may be asked to perform extra services not specified within this scope of work. This work will be reimbursed by the District under a separate purchase order. This type of work may be competitively bid at the District's discretion.

4. BID RESPONSE REQUIREMENTS

Each Bidder must respond to Section 4.1 and Section 4.2 with a **text proposal**.

Note: Pricing proposals in Section 5 should be completed using the bid forms in Appendix C.

4.1 Program Design and Management

4.1.1 Program Design

Please describe your plan for a CRMS program for the District. Specify how it will meet the requirements noted in Sections 3.2 and 3.3.

4.1.2 Program Management

Please provide the following information:

- Comment on the feasibility of meeting the dates outlined in the Proposed Implementation approach identified in Section 3.5. Include any thoughts you may have for alternative roll-out plans that could improve CRMS implementation.
- Identify what resources (project personnel or teams) you will devote to a District CRMS program. Include training or other resources you may provide the District.
- What level and type of District staff involvement will be expected in support of program design, implementation, and maintenance?
- How will your staff interact with District resources / expertise? Discuss the relationship(s) that you plan to establish with facility and District staff.
- Employee stability is essential to the program's success. What does your company do to maintain a stable workforce?

4.2 Data Management, Progress Reporting, and Billing

4.2.1 Data Management

Please discuss the following:

- Identify data management tools that will be used to track District chemical and waste streams.
- Propose how you will establish a baseline against which cost savings can be measured. This should occur during Phase I (CRMS Program Transition) as proposed in Section 3.5.

4.2.2 Performance Reporting

To ensure communication and attention to the CRMS program, the District requests to receive quarterly progress reports from the awarded Bidder. Please discuss the following:

- Metrics for tracking progress towards program goals;
- Procedures for reviewing and assessing program performance (both internally and with the District);
- Content of quarterly progress reports; and
- Your approach to validating progress towards metrics (e.g. cost savings and waste reduction).

4.2.3 Billing

The District requests transparent billing broken out for each District facility identified in Appendix B1, including the following:

- For each location, line items for products and services provided with any associated charges, including chemical and waste volume, pricing, and charges; and
- Any extra costs for add-on services itemized by material and labor.

Please discuss your ability to provide such billing services and the specific billing format you propose.

4.3 Environment and Safety Issues

All activities must comply with all applicable regulations and District policies governing handling, storage, transportation, and disposal of chemicals and waste streams. The awarded Bidder's lack of knowledge shall in no way be a cause for relief from responsibility or constitute a cognizable defense against the legal effects thereof.

Describe your environmental and safety programs that apply to managing risks associated with the primary supplier function. Discuss the regulatory expertise of the staff you propose for the Lansing CRMS program.

4.4 Sub-Contracting

It is understood that Bidders responding to this RFP may not have the internal capability to undertake all the outlined tasks and may develop agreements with subcontractors to provide the full scope of services requested. The awarded Bidder will have full responsibility for the coordination of the subcontractors' work, quality control, compliance with all federal, state, and local regulations and ordinances, and fulfillment of schedules.

State if you intend to team on the proposed scope of work and identify any subcontractors you intend to use. The District reserves the right to reject any subcontractor who does not meet the program requirements.

4.5 Qualifications

List three of your current major customers. Include at least one company that you provide services to that has requirements comparable to those of the District. For each customer named, indicate: a) number of years as a customer; b) contact names and numbers; c) general type of business of customer; and d) services your company provides and relevant metrics of success.

5. FINANCIAL PROPOSAL

5.1 Base Proposal

While the District recognizes the typical marketplace approach to CRMS is to charge a management fee in addition to the cost of chemical purchases and waste hauling / disposal, it desires an alternative approach. The District seeks a CRMS Provider that can meet the requirements described in Sections 3 and 4 **on a budget neutral basis** (i.e., at a cost not exceeding that currently paid for chemical purchases and waste services, adjusted for District-driven changes in chemical and waste volumes).

The awarded Bidder should provide the requested management services as a **value-added service at no additional charge to the District**. Expenses incurred in the provision of these services must be covered by profit margins on chemical sales, waste / recycling hauling services, recycling revenues and / or overall program savings. Sharing a portion of additional program savings with the District is not required, but will make the bid more attractive to the District.

The base proposal must consist of two components: 1) costs of services provided; and 2) plans for gainsharing with the District.

5.1.1 Cost of Services

Using the forms provided in Appendix C, please complete the following:

- Appendix C1: A bid quote for taking over current waste disposal and recycling services as described in Appendix B. Assume a three-year contract, with two one-year renewal options. If possible, please include:
 - Separate costs for hauling and disposal;
 - Separate hauling and processing costs for recyclables; and
 - Revenue estimates or costs for secondary commodities recycled. (Note: the District is open to innovative structures such that the District and the awarded Bidder share in the benefits of recycling during high commodity markets and share the risk during low markets).
- Appendix C2: Confirmation that additional services proposed in your response to Section 4 are to be provided without charge to the District (above and beyond charges for chemicals purchased and the baseline waste disposal and recycling services you quoted above). Note any exceptions.

5.1.2 Gainsharing

While the District recognizes that a portion of program savings will be used to finance the CRMS services proposed in Section 4, a Bidder's willingness and ability to share further savings with the District will increase their chances of being selected.

In Appendix C3, please propose a gainsharing split (0-100%) between the Bidder and the District for program cost savings realized, noting any minimum or maximum cut-offs.

As described in Section 3.5, the awarded Bidder and the District will establish a mutually agreed upon baseline. This baseline will serve as the current level from which improvements and cost savings will be measured. For chemicals, cost savings will come from improved purchase costs as well as any other chemical lifecycle cost savings the Bidder can document. For waste-related activities, improvements will yield savings from areas including, but not limited to: avoided hauling costs, avoided disposal costs, avoided taxes, commodity revenue, or other District cost savings the awarded Bidder can document.

5.2 Alternate Financial Proposals

Alternative proposals reflecting this solicitation are encouraged to be submitted in addition to, not in lieu of, a fully responsive base proposal. The District will look favorably on bids that tie gainsharing incentives to mutually agreed upon performance targets.

For example, Bidders could propose a fixed monthly fee with guaranteed offsetting reductions in chemical and waste costs. The fixed cost must include all chemical and waste products and services and be tied to current waste generation and chemical consumption levels (e.g., lb of waste per student).

To facilitate preparation of an alternative proposal, only those differences from the base proposal must be included. A statement should be included to the effect that any aspect of the base proposal, not otherwise expressly modified, applies to the alternative proposal.

Appendix A: Acknowledgment of Receipt and Intent to Propose

NOTE: To facilitate completion, an MS Word version of this form is provided as a supplement to this RFP.

Please e-mail this acknowledgement of receipt and intent **by 4:00 pm ET, October 6, 2005 to:**

Name: Cathy DeShambo
Energy Manager
Lansing School District
E-Mail: cmdesham@lsd.k12.mi.us
Phone: 517-325-6115

Detailed information on the pre-bid meeting (venue, directions, agenda, etc.) will be sent via e-mail upon receipt of this form.

A1. Acknowledgment of Receipt

_____ (Company) hereby acknowledges receipt of RFP

_____ Print name

_____ Authorized signature

_____ Title

_____ Date

☐ I intend to submit a proposal and **will** attend the pre-bid meeting (please see Part A2).

☐ I intend to submit a proposal but **will not** attend the pre-bid meeting.

☐ I do not intend to submit a proposal.

A2. Representatives Attending the Pre-bid Meeting

Name and Contacts of Representative(s)		
1.	Name:	Phone:
	Title:	E-mail:
2.	Name:	Phone:
	Title:	E-mail:
3.	Name:	Phone:
	Title:	E-mail:

Appendix B: Existing Levels of Products, Services, and Costs

B1: District Facilities Served

Facility Type / Building Name	Address
Administration and Maintenance	
Administration Building	519 West Kalamazoo St., 48933
Education Center	500 West Lenawee St., 48933
District Service Center	2800 Chamberlin Dr., 48912
Vehicle Maintenance Center (4)	2817 Chamberlin Dr., 48912
High Schools	
Everett HS (1,2,3)	3900 Stabler St., 48910
Eastern HS (1,2,3)	220 N. Pennsylvania, 48912
Sexton HS (1,2,3)	102 S. McPherson Ave., 48915
Specialty Schools	
Hill Vocational Center (1,4)	5815 Wise Rd., 48911
Beekman Center(1)	2901 Wabash Rd., 48910
Middle Schools	
Gardner MS (1,2)	333 Dahlia Dr., 48911
Pattengill MS (1,2)	1017 Jerome St., 48912
Otto MS (1,2)	500 E. Thomas St., 48906
Dwight Rich MS (1,2)	2600 Hampden Dr., 48911
Elementary Schools	
Attwood	915 Attwood Dr., 48911
Averill	3201 Averill Dr., 48911
Bingham	121 Bingham St., 48912
Cumberland	2801 Cumberland Rd., 48906
Cavanaugh	300 W. Cavanaugh Rd., 48910
Elmhurst	2400 Pattengill Ave., 48910
Fairview	815 N. Fairview Ave., 48912
Forest View	3119 Stoneleigh Dr., 48910
Gier Park	401 E. Gier St., 48906
Grand River	1107 E. Grand River Ave., 48906
Gunnisonville	1754 E. Clark Rd., 48906
Harley Franks	2924 Newark Ave., 48911
Kendon	827 Kendon Dr., 48910
Lewton	2000 Lewton Place, 48911
Lyons	2901 Lyons Ave., 48910
Moores Park	316 Moores River Dr., 48910
Mount Hope	1215 E. Mt. Hope Ave., 48910
(Continued)	

Facility Type / Building Name (Continued)	Address
Elementary Schools (Continued)	
North(1)	333 E. Miller Rd., 48911
Pleasant View	4501 Pleasant Grove Rd., 48910
Post Oak	2320 Post Oak Lane, 48912
Reo	1221 Reo Court, 48910
Riddle	221 Huron St., 48915
Sheridan Road	16900 Cedar St., 48906
Wainwright	4200 Wainwright Ave., 48911
Wexford	5217 Wexford Rd., 48911
Willow	1012 W. Willow, 48915
Woodcreek	4000 Woodcreek Lane, 48911

Notes:

- 1) Includes one swimming pool
- 2) Includes multiple science labs
- 3) Includes one stadium
- 4) Includes one auto repair / paint shop

B2: Estimated Current Chemical Use and Cost

The following volume and cost estimates from the 2003-2004 school year are intended to provide bidders with a general sense of the District's current consumption and spending. Actual amounts may vary year to year and it is understood that the CRMS Provider will charge per actual amounts ordered by Lansing.

Chemical Use

Department / Item	Vol.	Unit
Classroom Supplies		
Tempera Paint	805	Quart
Glue, Paste	120	Quart
Various Classroom Chemicals	Unknown	
Safety Equipment	Unknown	
Carpentry And Preventative Maintenance		
Spray Paint	Unknown	
Welding Gasses	12	Tanks
Liquid Paint	Unknown	
Custodial		
Floor Finish Terazzo	3,190	5 Gal Pail
Floor Neutralizer / Conditioner(25 1 Oz.Pkts / Box 6 Bx / Cs)	116	Case
MOP Oil Super Hi-Tone	180	Gal
Gym Floor Seal	550	Gal
Floor Cleaner, Gen. Soap / Liquid	2,477	5 Gal Pail
Germocidal Soap (Plastic Packets)	270	Units
909	2,477	Gal
Wexide	316	Gal
Bowl Cleaner	60	Quart
Salt, Rock Safe T Salt	3,526	Bags
Graffiti Remover (24oz. Can) Write Away	288	Cans
Liquid Paint	Unknown	
(Continued)		

Department / Item (Continued)	Vol.	Unit
Mechanical		
Muriatic Acid - Pool Treatment	1,244	Gal
Misc Pool Chems 1	180	Gal
Pool Chems - Calcium Chloride	6,150	Lbs
Pool Chems - Sodium Bicarbonate	8,950	Lbs
Misc Pool Chems 2	30	Gal
Chlorine Destruction Agent R-1003 J Phenol Red (6 Oz.)	100	Lbs
Pool Testing Supplies DPD Regent #1-3 Oz., #2-3 Oz.	Unknown	
Test Cells	8	Cells
Misc Boiler Chems 1	100	Lbs
Boiler Chem - Condensate Return	220	Gal
Misc Boiler Chems 2	2,372	Gal
Closed Loop Chems - So3	105	Gal
Heatline Chems	30	Gal
Heatline Chems – Nitrite	30	Gal
Misc Boiler Chems 2	30	Gal
Misc Boiler Chems 3	385	Gal
Misc Boiler Chem 4	225	Gal
Misc Boiler Chem 5	200	Lbs
Pool / Boiler And Valve Assembly Kits	26	Kits
Glycol	100	Gal
Paint	200	Gal
Welding Gasses	24	Cylinders
Service And Maintenance On Parts Washer	66	Gal
Hand Cleaner	12	Gal
Oil SAE40	10	Gal
Pvc Cement	12	Quarts
Citgo A/W Hydraulic Oil 100 (Air Compressors)	30	Gal
Eastern Oil Co. PB46 (B&G Pumps)	55	Gal
Freon.	500	Lbs
Degreasers	12	Cans
Penetrating Oils	24	Cans
Epoxy Glue	12	Packs
Sealants	2	Cans
Lubricants-WD40, Etc.	24	Cans
Chlorine Destruction Agent	100	Lbs
Muratic Acid Control	1328	Gal
Bromine	Unknown	
SERVICES: Misc. Boiler And Pool Testing / Analysis	Unknown	
(Continued)		

Department / Item (Continued)	Vol.	Unit
Vehicle Maintenance		
#2830 Vehicle Cleaner	Unknown	
5 Gal. Motor Kote Additive	15	Gal
Spray Paint	Unknown	
12 Glossy Black, 6 Primer	Unknown	
Primer	6	
Under Coat	12	
Welding Gasses	Unknown	
Kendal Super D-3 15w-40 Bulk	144	Quart
Citgo Transgard Dexron 55 Gal	55	Gal
Power Serv New Diesel Fuel Sup	Unknown	
Citgo Supergard 5w-20 55 Gal	55	Gal
Kendall Gt-1 5w-30 55 Gal.	110	Gal
Spray Seat Paint	Na	
Vinyl Repair Compound	16	Oz
Brake Cleaner Case	9	Case
Thrust Rust Penetrating Case	5	Case
Carb Cleaner	8	Case
Strip Aid	4	Case
Zapp Elect. Cleaner	Unknown	
Carb Cleaner Case	Unknown	
Air Intake Cleaner	6	Case
Zep Tko Case	2	Case
Sanitation Chemicals	Unknown	
Bleach	6	Case
Services: Maintain Parts Cleaner	Unknown	
Grounds		
Fertilizer	7,800	Lbs
Herbicide	Unknown	
Equipment Oil	3	Cases
Propane	3	Tanks
Round-Up	15	Gal
Paint	Unknown	
Parking Lot Paint	Unknown	
Marking Paint	600	Gal
Concrete	68	Cubic Yrds
Solvent To Clean Equip Parts	55	Gal
Welding Gasses	Unknown	
Carb Cleaner	1	Case
Starting Fluid	1	Case
Brake Cleaner	3	Cases
Automatic Transmission Fluid	5	Cases
Multipurpose Grease	1	Case

Chemical Costs

Total Chemical Purchases	\$227,000
Classroom Chemicals	\$12,000
Facility Mgmt Chemicals	\$215,000
Carpentry	\$21,000
Custodial	\$97,000
Mechanical	\$61,000
Transportation Services	\$12,000
Food Service	\$18,000
Grounds	\$6,000

Note: Does not include approximately \$200K fuel purchases, \$37K pest control services, \$11K associated boiler / pools maintenance services, and \$10K associated cafeteria sanitation services. Bidders may elect to include these goods and services in their proposal at their discretion.

B3: Current Waste Service Levels and Costs (1)

Service Levels

Building	Containers / Vol. (cu yards)	Scheduled Pickup	Vol./Week (cu yards)
Administration Building	8	M,T,W,Th,F	40
Service Center	8,4,8,6	M,W,F	78
Vehicle Maintenance Center	6,4	M,W,F	30
Everett HS	8,8,8	M,T,W,Th,F	120
Everett Stadium	8	M,F	16
Eastern HS	8,6	M,T,W,Th,F	70
Sexton HS	8,8,8	M,T,W,Th,F	120
Hill Vocational Center	8,8,8	M,T,W,Th,F	120
Gardner MS	8	M,T,W,Th,F	40
Pattengill MS	8	M,T,W,Th,F	40
Otto MS	8,8	M,T,W,Th,F	80
Dwight Rich MS	8	M,T,W,Th,F	40
Attwood	8	M,W,F	24
Allen	8	M,W,F	24
Averill	8	M,W,F	24
Beekman	8	M,W,F	24
Bingham	8	M,W,F	24
Cumberland	6	M,W,F	18
Cavanah	6	M,W,F	18
Elmhurst	8	M,W,F	24
Fairview	6	M,W,F	18
Forestview	8	M,W,F	24
Gier Park	8	M,W,F	24
Grand River	6	M,W,F	18
Gunnisonville	6	M,W,F	18
Harley Franks	6	M,W,F	18
Holmes St.	6	M,W,F	18
Kendon	6	M,W,F	18
Lewton	8	M,W,F	24
Lyons	8	M,W,F	24
Maple Grove	6	M,W,F	18
Maplewood	6	M,W,F	18
Moores Park	8	M,W,F	24
Mount Hope	8	M,W,F	24
North	8	M,W,F	24
(Continued)			

Building (Continued)	Containers / Vol. (cu yards)	Scheduled Pickup	Vol./Week (cu yards)
Pleasant View	6	M,W,F	18
Post Oak	6	M,W,F	18
Reo	8	M,W,F	24
Riddle	6	M,W,F	18
Sheridan Road	8	M,W,F	24
Verlinden	6	M,W,F	18
Wainwright	8	M,W,F	24
Walnut	8	M,W,F	24
Wexford	6	M,W,F	18
Willow	6	M,W,F	18
Wood Ck.	6	M,W,F	18
		Weekly Total	1,460

Waste Costs

Current Waste Costs	\$102,000
Trash (2)	\$95,000
Hazardous Waste (3)	~\$7,000

Notes:

- 1) These figures assume full containers, however actual pickup volumes may be lower (i.e. less-than-full containers). The schedule is for the regular school year with the exception of weeks immediately following the first and last days of the school year. During these two weeks, pickups occur daily with exception of HS stadiums, District Service Center, and Vehicle Maintenance Center. Summer (mid-June to mid-August) schedules vary and are available in early June of each year.
- 2) Recycling services (white paper only) are provided on an ad hoc basis at no additional charge.
- 3) Estimated ongoing cost. Does not include major “one-time” clean out of several schools (~\$67,000, completed in 2005) or periodic e-waste disposal services.

B4: Current Chemical and Resource Management Operations

Procurement

The six Directors of the Custodial, Mechanical, Carpentry, Groundskeeping, Food Service, and Transportation Maintenance Departments order most chemicals directly from approximately 12 local vendors. In addition, the head custodians at each of the 40 District facilities can place orders directly with the sanitation products supplier. Most orders occur over the telephone or online.

Orders over \$250 must be made on an individual or blanket purchase order issued by the Procurement Department. Orders below \$250 are created by each Department office and recorded in a Small Purchase Order Log.

The types of chemicals purchased are very consistent, with very few new types purchased each year.

Delivery

The majority of chemicals are delivered to the District Service Center, where they are held in inventory. Delivery to District facilities is made by several delivery trucks which make daily or weekly runs.

In addition, sanitation supplies are delivered directly to custodians at all district buildings and cafeteria managers at nine schools. Teaching supplies are delivered directly to teachers at 35 schools.

At each facility, chemicals are stored in custodial storerooms, boiler rooms, and class storerooms. There are currently 48 science laboratories with dedicated chemical storage spaces.

Use

Chemicals are applied and used by the following District employees:

- Teachers: 52 secondary science teachers
- Custodial: 130 school custodians
- Mechanical: 23 mechanics
- Carpentry: 9 carpenters
- Groundskeeping: 13 groundskeepers
- Food Service: 92 cafeteria staff
- Transportation: 6 mechanics

The primary uses of chemicals are for maintenance of the following District assets:

- 10 swimming pools
- 10 varsity competition fields; 10 full size gymnasiums
- 80 buses and 71 trucks / vans / distribution vehicles
- 48 science labs
- 9 cafeterias
- 35+ boiler systems

Collection / Disposal

Used chemicals are picked up on an as needed basis and transported to the District Service Center. The District works with the local health department for disposal of some waste.

In addition, the parts washer solvent vendor and oil vendor make periodic pickups of used chemicals from the Vehicle Maintenance Center and Hill Vocational auto shop.

In the past, there has been no procedure in place for scheduled removal of chemicals from science classrooms. All chemicals which the current teachers did not wish to keep were disposed from schools in bulk clean-outs completed in 2004 and 2005.

Environment, Health, and Safety

The District's Director of Public Safety is responsible for environment, health, and safety issues and Emergency Preparedness. An Emergency Response plan is kept in each school building. In 2003-2004, a safety video and some additional training resulted from a Federal Homeland Security Grant. All new employees and substitute employees are required to attend a session on emergency procedures. The district is planning chemical hygiene and safety training for the 2005-2006 school year.

Data Management

Chemical spending and usage data is maintained in the Purchase Order system and individual spreadsheets maintained by some Department Directors.

B5: Current Resource Management Practices

Waste disposal services are centrally contracted for all District facilities via a competitive bidding process.

Solid waste containers are picked up on the schedule noted in Section B3.

White paper to be recycled is picked up on-request from 16 District buildings by the solid waste vendor.

Hazardous and special waste is picked up on an occasional, as needed basis from the locations noted in Section B4.

Appendix C: RFP Bid Response Form

C1: Bid for Current Waste Management Services

Please complete and return spreadsheet Lansing_Bid_Template.xls distributed with this RFP.

C2: Confirmation of Proposed Services and Costs

Please complete the following statements:

- 1) *The CRMS services detailed in the text proposal requested in Section 4 of this RFP will be provided to the District at no additional charge above and beyond charges for chemicals purchased and the baseline waste disposal and recycling services quoted in Appendix C1, with the following exceptions:*
- 2) *The preceding statement is based on the following assumptions:*

C3: Proposed Gainsharing

Please propose a gainsharing split (0-100%) between the Bidder and the District for program cost savings realized and documented, noting any minimum or maximum cut-offs for either party.